



Consulting and Training | Reach New Heights

Course Name

AI Tools

Sector Name

Artificial Intelligence (AI)

Sector Name

Information Technology

Document Type

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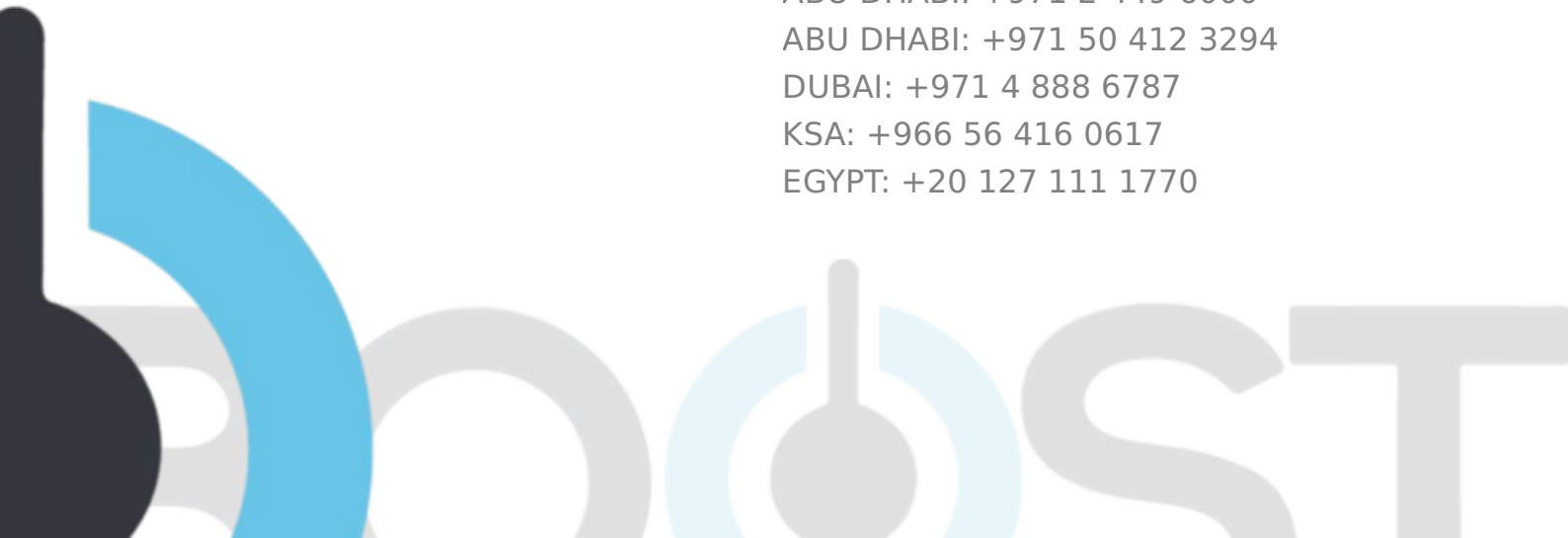
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AI Tools

Course Introduction

AI tools are rapidly becoming part of everyday work—supporting writing, analysis, research, decision-making, and productivity. However, many professionals use these tools randomly or inefficiently, leading to inconsistent results, errors, and risk.

Developed by **Boost**, this course focuses on how to use AI tools effectively and responsibly in the workplace. Rather than teaching specific platforms, the program builds a strong understanding of AI tool categories, capabilities, limitations, and best-use practices applicable across industries and job roles.

Boost's AI Tools course enables professionals to extract real value from AI tools while maintaining quality, control, and accountability.

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AI Tools

Target Audience

- ✓ Entry to Mid-level professionals
- ✓ Administrative, operational, and support staff
- ✓ Managers and supervisors
- ✓ Professionals using AI tools at work
- ✓ Non-technical employees seeking practical AI usage

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Learning Objectives

- ✓ Understand different categories of AI tools and their uses
- ✓ Apply AI tools to common workplace tasks
- ✓ Improve output quality through better AI interaction
- ✓ Recognize limitations and risks of AI tools
- ✓ Use AI tools responsibly and ethically
- ✓ Integrate AI tools into daily workflows effectively

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AI Tools

Course Outline

✓ DAY 01

Understanding AI Tools

Module 1: What AI Tools Really Are

- ✓ AI tools vs. traditional software
- ✓ How AI tools support daily work
- ✓ Common misconceptions

Module 2: Categories of AI Tools

- ✓ Writing and content tools
- ✓ Research and analysis tools
- ✓ Productivity and support tools

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Course Outline

✓ Day 02

Using AI Tools Effectively

Module 3: Interacting with AI Tools

- ✓ Asking the right questions
- ✓ Structuring inputs for better outputs
- ✓ Avoiding vague or misleading prompts

Module 4: Improving Output Quality

- ✓ Reviewing and refining AI results
- ✓ Combining human judgment with AI assistance
- ✓ Preventing errors and inconsistencies

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✓ Day 03

Applying AI Tools at Work

Module 5: AI Tools for Daily Work Tasks

- ✓ Drafting emails, reports, and summaries
- ✓ Supporting research and data review
- ✓ Enhancing productivity

Module 6: Workflow Integration

- ✓ Deciding where AI fits in the process
- ✓ Avoiding overdependence
- ✓ Maintaining accountability

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✓ Day 04

Risks, Ethics, and Responsible Use

Module 7: Risks of Using AI Tools

- ✓ Data privacy and confidentiality
- ✓ Accuracy and hallucination risks
- ✓ Misuse and overreliance

Module 8: Ethical and Responsible AI Tool Usage

- ✓ Protecting sensitive information
- ✓ Transparency and disclosure
- ✓ Organizational AI usage guidelines

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✓ Day 05

Building Sustainable AI Tool Usage

Module 9: Developing AI Usage Best Practices

- ✓ Personal and team usage standards
- ✓ Continuous learning and adaptation
- ✓ Monitoring AI impact

Module 10: Future-Proofing AI Tool Skills

- ✓ Adapting to new AI tools
- ✓ Staying current without chasing trends
- ✓ Building long-term AI confidence

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 20, 2026	April 24, 2026	5 days	4250.00 \$	UAE , Dubai
Sept. 7, 2026	Sept. 11, 2026	5 days	4250.00 \$	UAE , Dubai
Nov. 23, 2026	Nov. 27, 2026	5 days	2150.00 \$	Virtual , Online
Feb. 1, 2027	Feb. 5, 2027	5 days	5950.00 \$	USA , Texas

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